

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION <b>Associate Governmental Program Analyst</b>		POSITION NUMBER <b>531-100-5393-701</b>	MCR <b>1</b>	RPA # <b>DC14-002</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE <b>10/31/13</b>	DIVISION/SECTION <b>Sacramento-San Joaquin Delta Conservancy</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: <b>R01</b>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Shakoora Azimi-Gaylon</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager II</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>June 26, 2012</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general supervision of the Program Manager II, the incumbent will serve as the Administrative liaison for the Sacramento-San Joaquin Delta Conservancy (Delta Conservancy), independently performing a variety of complex and broad range of governmental and analytical functions. The incumbent manages the development and execution of state and federal contracts and grants funded by a variety of sources.				
<b>DESCRIPTION OF DUTIES</b>				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
<b>35% (E)</b>	With a focus on the Conservancy's economic development programs (including recreation and tourism elements) and land management programs; 1) plan, develop, and evaluate and report on a wide variety of planning and project activities; 2) prepare, review, and process environmental documents mandated by Federal and State laws; 3) serve as technical liaison on these subject areas with various local, state and federal agencies, participate as department's representative at appropriate meetings, conferences and other venues on these subject areas; 4) gather and analyze information from all available sources for use in reviewing potential projects and for issue resolution; 5) prepare reports and recommendations for Conservancy management and Board members.			
<b>25% (E)</b>	Works Independently to develop, analyze, and draft a wide variety of state and federal contracts and grants funded by various sources, effectively and appropriately applies state laws and regulations for contracts and grants. Develop criteria for Conservancy solicitation packages, advises management regarding various contract methods available and provides the most appropriate and expeditious method given each circumstance. Researches and analyzes a variety of laws, regulations, policies, and circumstances to ensure appropriate language, legal provisions, and other requirements are included in all solicitation packages and contracts, grants and amendments in accordance with California Government Codes, Public Contract Code, State Administrative Manual, State Contracting Manual Vol. 1 and 3, Management Memos, and any state or federal rule or policy related to the contract and grant process. Accesses various state and federal websites to ensure awareness and compliance with new and existing laws, legislation and control agency policies in order to apply them to the contracting process. Coordinates with control agencies to assure the most efficient and effective business practices are in place. Oversees the submittal of contract and grant related documents, monitors and tracks the approval process utilizing a shared database or spreadsheet, and works with control agencies to process all necessary documents.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Shakoora Azimi-Gaylon</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

## JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Associate Governmental Program Analyst		POSITION NUMBER 531-100-5393-701	MCR 1	RPA # DC14-002
APPOINTEE Vacant		DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
15% (E)	Review and provide comments and recommendations to Delta Conservancy management and the Board on environmental documents specific to the Delta Conservancy's interest and program and other Delta planning documents specific to economic development and sustainability for the region.			
15% (E)	Completes special research and analytical projects relating to the Delta Conservancy program goals and policies, utilizing the internet, gathering information both verbally and from various written sources, and communicating with other state agencies. Drafts staff recommendations, reports, memorandums, as well as other correspondence utilizing MS office software for providing support and recommendations on policy matters to the Executive Officer and program staff.			
5% (E)	As support staff, guides the development, preparation, review, assembly, and distribution of the Delta Conservancy Board Meeting materials; prepares Board meeting minutes and ensures completion of Board resolutions; acts as lead in organizing activities related to Board meetings, outreach activities and other meetings as required; serves as clerk to the board and primary administrative point of contact for Board members, monitoring, reviewing and tracking travel expenditures through the California Automated Travel Expense Reimbursement System (CalATERS).			
5% (E)	Serves as liaison with control agencies for administrative and personnel related matters. Utilizes MS office software for coordinating the development, documentation and maintenance of administrative policies and procedures. Will serve as back-up for reviewing and submitting Statements of Economic Interest (Form 700) for 23 Board members and Delta Conservancy staff to Fair Political Practices Commission.			
	DESIRABLE QUALIFICATIONS			
	Knowledge, Skills, and Abilities: <ul style="list-style-type: none"><li>• Ability to analyze data, draw sound conclusions, and present ideas and information effectively both verbally and in writing</li><li>• Ability to establish and maintain working relationships with control agencies</li><li>• Knowledge of the State contracting process in developing and executing contracts</li><li>• Proficient in MS office products</li><li>• Establish and maintain cooperative working relationships with management, staff and internal/external stakeholders</li></ul>			
	Special Personal Characteristics: <ul style="list-style-type: none"><li>• Ability to work productively and independently in a demanding environment</li><li>• Possess strong organizational skills</li><li>• Detail oriented</li><li>• Maintain high ethical standards</li></ul>			
	Interpersonal Skills: <ul style="list-style-type: none"><li>• Ability to work as an integral part of a team</li><li>• Gain and maintain the confidence and cooperation of those contacted during the course of work</li><li>• Interact with various levels of staff and management in a professional and courteous manner</li></ul>			